

~~CONFIDENTIAL~~

GP-87-0378

15 MAY 1987

MEMORANDUM FOR: Director of Personnel

VIA: Director of Medical Services
Director of Security
Director of Training and EducationFROM: [REDACTED]
Deputy Director for EmploymentSUBJECT: Conversion of OTE Employees to Staff Employee
Status

25X1

1. From November 1970 through July 1972, the Agency was forced to sizeably reduce its number of full-time staff positions. At that time, such cuts were relatively easy to accommodate and could be accomplished by converting staff positions to contract positions, for which there was no significant restriction. Accordingly, the Office of Training (OTE) was required to convert their local-hire employees at [REDACTED] to contract status. This process affected 150 employees during the 10 month period at [REDACTED]. A special contract was prepared for the employees which ensured they would not lose any benefits they had earned as staff employees.

25X1

25X1
25X1

2. Additionally, the OTE Language School has traditionally hired its instructors as contract employees vice staff. The majority of these employees [REDACTED] completed the polygraph and possess a regular internal security clearance, work a standard workweek and have a contract entitling them to all regular benefits accorded staff employees. An IG inspection report also endorsed the conversion of Type I Language School Instructors, which was subsequently approved by the DDCI.

25X1

3. Since the mass conversion took place in the 1970's, the distinction between staff and contract full-time positions for ceiling purposes has been eliminated. Accordingly, OTE would now like to convert [REDACTED] contract employees back to staff status. In addition, they would also like to convert the full time internal contract language instructors to staff status. This would have a strong positive affect on morale since contract employees often perceive their status as second class. Also, staff employee status would be much more efficient from a personnel processing standpoint and would eliminate considerable amounts of paperwork required for contract employees. To effect this mass conversion, OTE will prepare the appropriate paperwork, including the form 1152's. Any additional medical and/or security appointments will be completed during the trial period or reinvestigation review time frame.

25X1

~~CONFIDENTIAL~~

SUBJECT: Conversion of OTE Employees to Staff Employee Status

3. For the reasons cited above, it is recommended that you approve the conversion of [] contract employees located at the [] and [] Language School instructors to staff employee status.

[]

[]

Director of Medical Services

8/28/82
Date

[]

Director of Security *

Date

[]

Director of Training and Education

2 JUN 1967

Date

APPROVED:

Director of Personnel

Date

C O N F I D E N T I A L